

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: **Clermont County Records Commission**Telephone Number **(513) 735-8660****289 East Main Street****Batavia****45103****Clermont**

(Address)

(City)

(Zip code)

(County)

(2) FROM: **Prosecutor's Office**

1040

(Political subdivision name)

(Unit)

(Signature of responsible official)

David J. Frey

(Name)

Assistant Prosecutor

(Title)

8/13/09  
(Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 9-30-09 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1040-01	Furtherance of Justice Fund Records - Canceled Checks, Check Registers, Paid Invoices, Receipts and Expenditures Records	Three Years after Fiscal Year, provided audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the
1040-02	Civil Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
1040-02A	Civil Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1040-02B	Civil Case Files	26 Years	Microfilm	
1040-03	Personnel Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1040-03A	Personnel Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1040-03B	Personnel Files	Permanent	Microfilm	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Prosecutor's Office  
(political subdivision name)

1040  
(unit)

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1040-04	Criminal Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1040-04A	Criminal Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1040-04B	Criminal Case Files	Permanent	Microfilm	
1040-05	Electronic Mail – E-mail	Retain according to content	Paper/Electronic	
1040-07	Appeals Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1040-07A	Appeals Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1040-07B	Appeals Case Files	Permanent	Microfilm	
1040-08	Fiscal Records - Fiscal records, including copies of transactional budgeting and purchasing documents maintained by another agency/department	Three years provided audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
1040-09	Grand Jury Reports	Five years after date of filing	Paper/Electronic	
1040-10	Index to Civil Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1040-10A	Index to Civil Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1040-10B	Index to Civil Case Files	Permanent	Microfilm	
1040-11	Index to Criminal Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1040-11A	Index to Criminal Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1040-11B	Index to Criminal Case Files	Permanent	Microfilm	
1040-12	Bids - Unsuccessful	Two years after contract award, provided audited	Paper/Electronic	Actual record the record is maintained by the record
1040-13	Bids - Successful - for the provision of goods and/or other services where no contract is required	Three years after the purchase	Paper/Electronic	Actual record the record is maintained by the record
1040-14	Bids - Successful - Original if made a part of a contract and filled with contract	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	Actual record the record is maintained by the record
1040-14A	Bids - Successful - Original if made a part of a contract and filled with contract	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1040-14B	Bids - Successful - Original if made a part of a contract and filled with contract	Fifteen years after expiration of the contract	Microfilm	
1040-15	Blank Forms	Thirty days after obsolescence	Paper/Electronic	
1040-16	Bulletins, Posters and Notices	Destroy as soon as determined by the Office to have no more value	Paper/Electronic	
1040-17	Calendars/Schedules	Until no longer of administrative value	Paper/Electronic	
1040-18	Catalogs, Manuals or Publications	Destroy upon review	Paper/Electronic	
1040-19	Copies - Extra Copies, Photocopies	Destroy when no longer of administrative value	Paper/Electronic	
1040-20	Contracts	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1020-20A	Contracts	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1040-20B	Contracts	Fifteen years after expiration of the contract	Microfilm	
1040-21	General Correspondence	Until no longer of administrative value	Paper/Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1040-22	Drafts and Informal Notes - Drafts, working papers, memoranda, informal notes, telephone and electronic messages, etc., used to prepare county records	Destroy or erase as soon as determined by the Office to have no more value	Paper/Electronic	
1040-23	Employment Applications/Resumes	One year after receipt	Paper/Electronic	
1040-24	Inventory	Three years provided audited	Paper/Electronic	<del>Audited means the years encompassed by the records</del>
1040-26	Statistical Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	<del>have been audited by the Auditor of State and the audit report has been released pursuant to</del>
1040-26A	Statistical Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	<del>Sec. 117.2b O.R.C.</del>
1040-26B	Statistical Reports	Permanent	Microfilm	
1040-27	Telephone Message Duplicates	Until no longer of administrative value	Paper/Electronic	
1040-28	Time Sheets, Leave and Vacation Requests	Three years provided audited	Paper/Electronic	
1040-29	Travel Requests	Until Audited	Paper/Electronic	
1040-31	Mediation Records - complaints, activity logs, police referrals, pay-ins, check cards, check number books	2 years	Paper/Electronic	
1040-32	Bankruptcy Records	3 years after Discharge or Dismissal	Paper/Electronic	